



CITY OF BRANSON
PLANNING & DEVELOPMENT
110 W MADDUX ST, SUITE 215
PHONE: (417) 337-8535
FAX: (417) 334-2391

FOR OFFICE USE ONLY: Project No. _____
FEE & CODE: \$350.00 PPLT
DATE & INITIALS: _____
PAYMENT TYPE: <input type="checkbox"/> CASH Receipt # _____
<input type="checkbox"/> CHECK # _____
<input type="checkbox"/> CREDIT CARD REF # _____
PUBLIC NOTICE DATE: _____
PUBLIC HEARING DATE: _____ @ 7:30 PM

PRELIMINARY SUBDIVISION PLAT APPLICATION

Applicant Name (Please Print): _____

Applicant Address: _____

Phone Number: _____ **Fax Number:** _____ **Email:** _____

Applicant requests that the preliminary subdivision plat submitted with this application be approved as required by Chapter 66 of the Branson Municipal Code for the following legally described property:

Street Address: _____

Subdivision Name: _____

REQUIRED INFORMATION TO BE INCLUDED BEFORE APPLICATION WILL BE ACCEPTED

☒ Please attach a recent copy of the **WARRANTY DEED/DEED OF TRUST**

☒ Please include five (5) paper copies, including a vicinity sketch, of the proposed subdivision.

Restrictions: (Note: zoning WILL NOT supersede deed restriction(s), if any.)

☐ No deed restrictions

☐ A list of restrictions have been attached.

PROPERTY OWNER/AGENT INFORMATION

Owner's Name (Please Print): _____

Owner's Address: _____

Phone Number: _____ **Fax Number:** _____ **Email:** _____

Owner's Signature: _____

Agent's Name (Please Print): _____

Agent's Address: _____

Phone Number: _____ **Fax Number:** _____ **Email:** _____

Agent's Signature: _____

ACKNOWLEDGMENT OF PROPERTY OWNER

STATE OF _____)
) SS.
COUNTY OF _____)

On this ____ day of _____, 20____, before me personally appeared _____, to me known to be the person described in and who executed the foregoing application, and acknowledged that he/she executed the same as his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in _____, _____ the day and year first above written.

/s/ _____
Notary Public

My term expires _____



Planning & Zoning Commission / **Board of Adjustment Application Notes**

The applicant and/or representative MUST attend the meeting or the request will be postponed to the next regularly scheduled meeting.

- * A meeting schedule, which includes application submittal deadline dates, is posted on the Planning & Development Department homepage at www.bransonmo.gov or available upon request. No applications will be accepted if incomplete or submitted after deadline date.
- * The “applicant” is the person or persons making the request of the Commission.
- * The “owner” is the owner of the subject property.
- * The “agent” is anyone representing the applicant and/or owner.
- * The owner’s signature must be an original signature, not a photocopy or fax.
- * The legal description must be either a lot, block and subdivision description or a complete metes and bounds description.
- * Copies of any covenants or deed restrictions pertaining to the subject property must be provided to the Planning Division.
- * For proof of ownership, attach a copy of the owner’s WARRANTY DEED or DEED OF TRUST. QUIT CLAIM DEEDS are not acceptable.
- * Site plans as requested must be accurate and to scale. Applicant must include an 11 X 17 copy.
- * All building and structures must meet city adopted building codes and regulations. Please contact the Building Division, (417) 337-8547, for specifics.
- * Copies of the staff report and proposed resolution concerning your request will be available for pick up in the Planning Division office three (3) working days prior to the meeting.

The Planning Division, (417) 337-8544, will be glad to answer any questions you may have or put you in touch with other necessary City departments.

Sec. 66-35. Types of subdivisions.

Three types of subdivisions for development may be permitted as follows:

(1) *Standard subdivision.* This type of subdivision consists of lots of at least 75 feet in depth and the minimum width set out in appendix A to this Code (zoning regulations). All roadways shall be paved to a width and thickness provided by ordinance, but in no case shall public streets have a pavement width less than 28 feet measured from backs of curb. All roadways shall be curbed. Sanitary and storm sewers are required and a public water supply and other urban services are normally available. Standard subdivisions will generally occur adjacent to the presently developed section of the city, will constitute the major portions of residential development in the city, and will follow the traditional tenant-owned concept at a density of two to four homes per acre.

(2) *Minor subdivision.* If a proposed subdivision or reconfiguration of land does not contain more than three lots, each of which has frontage on an existing street, not involving any new street or the extension of municipal facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the comprehensive plan, major street plan and zoning ordinance, and which are otherwise within all regulations, the owner may proceed with the lot split procedure thus circumventing the normal requirements of subdivision as outlined in this article. The creation of new lots through a lot split procedure will require payment of all required impact fees and dedication on the same basis as creation of new lots in a regular subdivision.

(3) *Condominium splits.* Once a final plat has been approved and recorded on property used for condominium construction, the owner may proceed with the condominium split procedure in lieu of the normal requirements of subdivision as outlined in this article. In order to qualify for the condominium split procedure, each parcel shall have frontage on, or permanent and continuous access through common elements to, existing public streets, and shall not involve any new street, the extension of municipal facilities, or the creation of any public improvements. The creation of each such parcel shall not adversely affect the remainder of the parcel or adjoining property and shall not be in conflict with any provision or portion of the comprehensive plan, major street plan and zoning ordinance, and shall otherwise be in conformance with all applicable city regulations.

(Code 1988, § 430.050; Code 1996, § 430.050; Ord. No. 91-13, § 430.050, 3-25-1991; Ord. No. 96-073, §§ 2, 3, 9-9-1996; Ord. No. 99-959, § 11, 10-11-1999)

Sec. 66-62. Submission and approval of preliminary plats.

(a) *Review and filing of plat.* Subdividers shall submit for review, to the director of planning and development, a subdivision plat as further described in this section. Submission of a subdivision preliminary plat and payment of the filing fee shall constitute formal filing of a plat with the city; however, a final plat shall be required in accordance with the regulations outlined in this division. As far as may be practical on the basis of the preliminary plat, the city engineer will, in writing, advise the subdivider as promptly as possible of the extent to which the proposed subdivision conforms to the design standards in this article and will discuss possible modifications if necessary to secure conformance.

(b) *Preparation and submission of plat.* After reaching preliminary conclusions regarding the proposed subdivision as provided, the subdivider shall prepare and submit a preliminary plat, together with any necessary supplementary information.

(1) *Filing.* Five paper copies of a preliminary plat, including a vicinity sketch, of any proposed subdivision shall be filed with the director of planning and development at least 32 days prior to a meeting of the planning and zoning commission at which consideration is requested.

(2) *Fees.* The preliminary plat shall be submitted to the office of planning and development and shall be accompanied by an application fee as follows:

Subdivision, preliminary plat:

Base fee: No charge.

Base fee per lot: No charge.

(3) *Contents.* The preliminary plat shall contain the following information:

a. Proposed name of subdivision. Names shall not duplicate or too closely resemble names of existing subdivisions.

b. Location of boundary lines in relation to section, quarter section or quarter-quarter section lines and any adjacent corporate boundaries, comprising a legal description of the property.

c. Names and addresses of the developer and the surveyor, engineer or landscape architect preparing the preliminary plat.

d. Scale of plat, one inch equals 100 feet, except that where the size of the ownership is such that an unwieldy sheet size would be required a scale of one inch equals 200 feet shall be used.

e. Date and north point.

f. Existing conditions on the proposed subdivision site and adjacent to the site within 200 feet of the property lines.

g. Locations, width and name of each existing or platted street or other public way, railroad and utility right-of-way, parks and other public open spaces, and permanent buildings, within or adjacent to the proposed subdivision.

1. All existing sewers, water mains, gas mains, culverts, or other underground installations within the proposed subdivision or adjacent thereto, with pipe size, grades and locations shown.

2. Names of adjacent subdivisions and owners of adjacent parcels of unsubdivided land.

3. Topography (unless specifically waived) with contour intervals of not more than five feet, refer elevation to USGS datum; also the locations of watercourses, floodplains, ravines, bridges, lakes, and wooded areas, approximate acreage, and such other existing features as may be pertinent on the site and adjacent to the proposed subdivision. In areas where grades are gentle the city engineer

may require a lesser contour interval.

4. Special features (such as ponds, dams, steep slopes or unusual geology) or unusual history (such as former dumps, fill areas or lagoons), must be identified by the applicant. The applicant will be required to provide professional analysis of these conditions to address questions related to the proposed subdivision.

h. Proposed development.

1. The general location, width and name of proposed streets, roadways, alleys, pedestrian ways and easements. Street names shall not closely duplicate or resemble names of existing streets.

2. The general location and character of all adjacent existing public utility lines, including sewers (storm and sanitary), water lines, and power lines.

3. Layout, number and approximate dimensions of lots.

4. Location and size of proposed parks, playground, churches, or school sites or other special uses of land to be considered for public use, or to be reserved by deed or covenant for the use of all property owners in the subdivision.

5. Indication of any lots on which use other than residential is proposed by the subdivider.

6. Off-site impacts of preliminary plats will be evaluated. The applicant may be required to furnish engineering studies or revised layouts in response to identified off-site impacts.

i. A vicinity sketch (location map), at a legible scale to show the relation of the plat to surroundings, shall be shown on the preliminary plat. Utility connections too remote to be shown on the preliminary plat shall be shown on this sketch.

(4) *Plat approval by board.* The planning and zoning commission will recommend action on preliminary plats to the board of aldermen. Approval or disapproval of the preliminary plat will be by board of aldermen resolution, a copy of which will be conveyed to the subdivider in writing after the meeting of the board of aldermen at which such plat was considered. In case the plat is disapproved, the subdivider shall be notified of the reasons for such action and what requirements will be necessary to meet the approval of the board of aldermen. The approval of the preliminary plat does not constitute an acceptance of the subdivision but is deemed to be an authorization to proceed with the preparation of the final plat. This approval of the preliminary plat shall be only effective for a period of two years, unless reasonable progress has been demonstrated.

(Code 1988, § 430.070; Code 1996, § 430.070; Ord. No. 91-13, § 430.070, 3-25-1991; Ord. No. 99-959, § 15, 10-11-1999)

Checklist for Preliminary Subdivision Plat Submittal

Please ensure that your preliminary plat submittal contains the following information. Applications will be accepted when all information is complete.

☐ Five paper copies of the preliminary plat, 18"x24".

☐ One copy on 11"x17".

Copies to include the following information:

☐ Vicinity sketch.

☐ Proposed name of subdivision. (Cannot duplicate or too closely resemble names of existing subdivisions)

☐ Location of boundary lines that comprise the legal description of the property.

☐ Names and addresses of the developer and surveyor, engineer or landscape architect who prepared the plat.

☐ Scale of plat, one inch equals 100 feet. In unique situations due to an extremely large area, one-inch equals 200 feet may be used.

☐ Date and north point.

☐ Existing conditions on the proposed subdivision site and adjacent to the site within 200 feet of the legally described property lines.

☐ Locations, width and name of each existing or platted street or other public way, railroad and utility right-of-way, parks and other public open spaces, and permanent buildings within or adjacent to the proposed subdivision.

1. All existing sewers, water mains, gas mains, culverts, or other underground installations within the proposed subdivision or adjacent thereto, with pipe size, grades and locations shown.
2. Names of adjacent subdivisions and owners of adjacent parcels of unsubdivided land.
3. Topography (unless specifically waived) with contour intervals of not more than five feet, refer elevation to USGS datum; also the locations of watercourses, floodplains, ravines, bridges, lakes, and wooded areas, approximate acreage, and such other existing features as may be pertinent on the site and adjacent to the proposed subdivision. In areas where grades are gentle, the city engineer may require a lesser contour interval.
4. Special features (such as ponds, dams, steep slopes or unusual geology) or unusual history (such as former dumps, fill areas or lagoons) must be identified by the applicant.

The applicant will be required to provide professional analysis of these conditions to address questions related to the proposed subdivision.

Proposed development.

- ☐ General location, width and name of proposed streets, roadways, alleys, pedestrian ways and easements. Street names shall not closely duplicate or resemble names of existing streets.
- ☐ The general location and character of all adjacent existing public utility lines, including sewers (storm and sanitary), water lines, and power lines.
- ☐ Layout, number and approximate dimensions of lots.
- ☐ Location and size of proposed parks, playground, churches, or school sites, other special uses of land to be considered for public use, or to be reserved by deed or covenant for the use of all property owners in the subdivision.
- ☐ Indication of any lots on which use other than residential is proposed.
- ☐ Off-site impacts of preliminary plats will be evaluated. The applicant may be required to furnish engineering studies of revised layouts in response to identified off-site impacts.
- ☐ A vicinity sketch (location map) at a legible scale showing the relation of the plat to surroundings as well as utility connections too remote to be shown on the preliminary plat.

Please remember that the approval of the preliminary plat does not constitute an acceptance of the subdivision, but is deemed to be an authorization to proceed with the preparation of the final plat. If approved, the preliminary plat shall be effective for a period of two years, unless reasonable progress has been demonstrated.

When a final plat is submitted, public works elements plans shall be submitted to the City Engineer 17 days prior to the P&Z meeting on which the final plat is scheduled to be heard. Any public works elements plans turned in after the deadline may be delayed to the next scheduled P&Z meeting. The Planning and Zoning Commission will consider the final plat for approval after all public works elements plans have been certified by the City Engineer and Director of Public Works.

If you have questions regarding submittal of the public works elements plans, please contact the Engineering Department at 417-337-8559.

If you have questions regarding the submittal of preliminary and/or final plat applications, please contact the Planning Division at 417-337-8544.